



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date 2-23-72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. GDPH - 17		Date Received MAR 30 1972	Application No. 94	Date Completed APR 3 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Health Health Facilities & Licensure Branch Program Management 47 Trinity Avenue, Atlanta, Georgia		4. Person to Contact Mr. Robert Maifeld		
		5. Working Title Program Management	6. Tel. No. 656-4694	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED

8. Inclusive Dates 1971 - Present	9. EXACT SERIES TITLE Non-Grant County Project Health Facility Files
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10. What function performed resulted in creation of this series

State licensing regulations require that a program narrative be submitted to the Department of Public Health before construction of any medical facility can be started in Georgia. The narrative relates information of sponsorship, community needs, a program of services provided, type of construction for the facility, and the financing of the facility. The project management section reviews the narratives and makes comments for revision or accepts the project as stated in said narratives. After the acceptance of the narrative of the proposal plans, blueprints are submitted to construction section of Health facilities and licensure branch. Records are maintained on the facility until after construction is complete and the facility is licensed by the State Health Department.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

This files series consist of program narratives, letters relating to a proposed project and other written communications relating to requirements of a proposed project. This file is filed by county and by project name and number.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers				Cu. Ft. of Records			
Letter-size File Drawers	2	3		1	1½						
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)				In Storage Area(s)			
				7							
			By Annual Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years'				
			AVERAGE DAILY REFERENCES	2	0	0	0				

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series document policies and procedures of agency's operation or function? ☒ [X] ☐ [ ]
- As required by state regulations
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Is the series affected by Federal or grant funds? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☐ [ ] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Mr. Robert Maifeld

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ [X] CALENDAR YEAR - ☐ [ ] FISCAL YEAR - ☒ [X] OTHER after audit, clearance, & final payment, then:

A. ☐ [ ] Destroy immediately after cut off.

B. ☐ [ ] Hold in current files area            month(s)/            year(s), then:

1 ☐ [ ] Destroy.

2 ☐ [ ] Transfer to records center; hold            year(s), then:

a ☐ [ ] Destroy.

b ☐ [ ] Transfer historical material to Archives; destroy remainder.

3 ☐ [ ] Destroy after audit (or            year(s) after audit).

C. ☐ [ ] Hold in current files area indefinitely.

D. ☒ [X] Hold in current files area 1 year(s), then transfer to Archives permanently.

E. ☐ [ ] Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

One year will be necessary, in case of referral on project.

**(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)**

26. Inventory taken by	Recommendations prepared by	Approved for Division, Date	Records Management Officer	Date
<i>Mr. Maifeld</i>	<i>Mr. Maifeld</i>	<i>Mr. Maifeld</i> 2-25-72	<i>Douglas M. Harris</i>	2-25-72
Recommendations in Paragraph 25 are:	<input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	Head of Agency	<i>John H. Venable, III</i>	Date
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	Director, Archives & History	<i>Parrell Hart</i>	3-30-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	Secretary of State	<i>Ben W. Torgler</i>	4-30-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	Governor of Georgia	<i>Timothy Carter</i>	3-30-72